



HRBEN

BENEFITS ADMINISTRATION

Chapter 11 – Open Enrollment



Open Enrollment

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Open offer	Status	Validity period	Activity
Medical			
Health Advantage HMO		01/01/2005 - 12/31/9999	
QualChoice HMO		01/01/2005 - 12/31/9999	
Nova Sys HMO		01/01/2005 - 12/31/9999	
Health Advantage POS		01/01/2005 - 12/31/9999	
QualChoice POS		01/01/2005 - 12/31/9999	
NovaSys POS		01/01/2005 - 12/31/9999	
Blue Cross Blue Shield PPO		01/01/2005 - 12/31/9999	
NovaSys PPO		01/01/2005 - 12/31/9999	
High Deductible PPO		01/01/2005 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		01/01/2005 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		01/01/2005 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		01/01/2005 - 12/31/9999	
Optional Life			

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-2

Manage Open Enrollment Participation:

If the employee is not making changes to their current Benefit Plan, then the existing Plan will carry over into the new Plan Year. The exception to this is the Flexible Spending Account Plan which is only valid through December 31. Therefore, if the employee wants to continue their Flexible Spending Plan in the new Plan Year, the agency must re-enroll them.

Some of these changes may require Evidence of Insurability (EOI).

For example, if the current employee chose the first level of available Life Insurance upon hiring, if they choose to move up a level, EOI is required.

If the employee's Premium Plan amount increases, the system will automatically reflect the increase on the employee's Remuneration Statement.

Note: For employees who are enrolled into a **Pre-Tax and Post-Tax Optional Life Plan** and voluntarily increase their coverage, refer to the demonstration for Employee Voluntary Increase of Optional Life Coverage Exceeding \$40,000 During Open Enrollment.



Exercise Scenario #11

You have received an Employee's Enrollment form during Open Enrollment. The Employee wants to enroll and include spouse in the Health Advantage HMO. Enroll the employee according to the Benefits options selected.



Note: This example of Open Enrollment only displays an employee wanting to make a changes to their Medical plan by enrolling and including a spouse in benefits.

For instructions on how to enroll or make additional changes, please refer to *Chapter 2: New Hire Enrollment*.



Demonstration

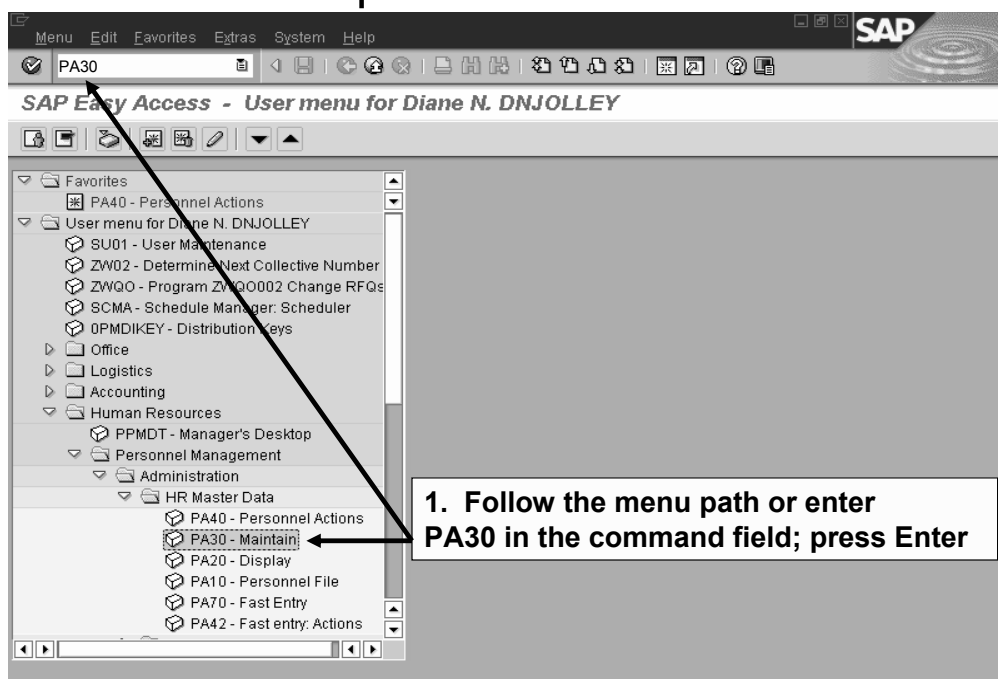
- Enroll Benefit Plan During Open Enrollment

Human Resources > Personnel Management >
Administration > HR Master Data > Maintain
(PA30/HRBEN0001)





Open Enrollment





Open Enrollment

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 109
Name Kenned1 Edwards
EE group 1 Regular State Pers. area HL07 Independence Co. - Ar...
EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E.
Actions
Personal Data
Organizational Assignment
Addresses
Basic Pay
Family Member/Dependents
Residence Status
Additional Personal Data
Communication

Period
Fr. To
Today Curr. week
A11 Current month
From curr. date Last week
To current date Last month
Curr. period Current Year
Choose

Personal Data
Addtl. Employee Data
Employment Issues
Career Management
Benefits
Payroll
Taxes
Garnishments
Time

Direct selection
Infotype STy

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-6

If there are no dependent records to be created, skip to step 12.

If a spouse dependent record needs to be created, verify that the employee's status reflects "Married" in the Personal Data infotype (0002)



Open Enrollment

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1109
Kennedi Edwards
1 Regular State Pers. area HL07 Independence Co. - Ar...
UE Employee Cost Center 627017 OFM BAA0100

Benefit Issues Career Management Benefits Payroll Taxes

Infotype text E...
General Benefits Information ✓
Family Member/Dependents ✓
Adjustment Reasons ✓
Health Plans ✓
Insurance Plans ✓
Savings Plans ✓
Flexible Spending Accounts ✓
Benefits Medical Information ✓
COBRA-Qualified Beneficiary ✓

Period
Fr. To
Today Curr. week
All Current month
From curr. date Last week
To current date Last month
Curr. period Current Year
Choose

Direct selection
Infotype 0021 STy

5. Click Create

4. Enter Infotype 0021 or click on the Family Member/Dependent selection



Open Enrollment

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1109
Name Kennedy Edwards
EE group 1 Regular State Pers. area HL07 Inde
EE subgroup UE Employee Cost Center 627017

Employment Issues Career Management Benefits

Infotype text E...
General Benefits Information ✓
Family Member/Dependents ✓
Adjustment Reasons ✓
Health Plans ✓
Insurance Plans ✓
Savings Plans ✓
Flexible Spending Accounts ✓
Benefits Medical Information ✓
COBRA-Qualified Beneficiary

Period
● Period
Fr.
○ Today
○ All
○ From curr. date
○ To current date
○ Curr. period
Choose

Direct selection
Infotype 0021 STy

Subtypes for infotype "Family Member/Dependents" (1) 12 Entries Found

ST...	Name
1	Spouse
10	Divorced spouse
11	Father
12	Mother
2	Child
3	Custodial Child
4	Testator
5	Guardian
6	Stepchild
7	Emergency contact
8	Related persons
9	Other

12 Entries Found

6. Double click on the appropriate Dependent type



Open Enrollment

The screenshot shows the SAP 'Create Family Member/Dependents' form. The form is titled 'Create Family Member/Dependents' and has a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The 'Infotype' dropdown is set to 'Regular sta'. The 'EE subgroup' is 'UE' and the 'Employee' status is 'Active'. The 'Start' date is '112004'. The 'Member' is 'Spouse'. The form is divided into several sections: 'Personal data', 'Physician', 'Disability', and 'Medicare'. The 'Personal data' section includes fields for 'Last name' (Edwards), 'First name' (Steven), 'Title', 'Gender' (Male), 'Birth date' (112968), 'SSN' (999911237), 'Street', 'City/State', and 'Zip/country'. The 'Physician' section includes fields for 'Physician1' (Dr Ivy), 'ID Number' (01908), 'Physician2', and 'ID Number'. The 'Disability' section includes fields for 'Disability', 'Disability Date', and 'Learned'. The 'Medicare' section includes checkboxes for 'Medicare', 'Smoker', 'Military Service', and 'Fin. Indep.'. Numbered callouts are present: '9. Click Enter' points to the 'Start' date field; '10. Click to Save' points to the 'Save' button; '7. Enter the *date reflected on the Employee's Enrollment form' points to the 'Birth date' field; and '8. Enter information in all required fields' points to the 'Personal data' section.

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-9

*Date must be within the Open Enrollment period.

Note: The last name will automatically default. If the last name is different from the default, remember to make changes accordingly and then enter First Name, Gender, and Birth date. Enter information in other applicable fields if you have the information.**

- According to EBD's Policy and Procedures, the dependent's Social Security number, Date of Birth, Primary Care Physician, and ID number, if applicable, all must be entered in AASIS at the time of enrollment. For newborns, enter the default SSN# given by EBD until the correct SSN# has been received.

- Example: 888-(last 6 #'s of the employee's SSN#)



Open Enrollment

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1109

Name Kennedy1 Edwards

EE group 1 Regular State ... Pers.area HL07 Independence Co. - Ar...

EE subgroup UE Employee Cost Center 627017 OFM BAA0100

Employment Issues Career Management Benefits Payroll Taxes

Infotype text E.

General Benefits Information

Family Member/Dependents

Adjustment Reasons

Health Plans

Insurance Plans

Savings Plans

Flexible Spending Accounts

Benefits Medical Information

COBRA-Qualified Beneficiary

Period Information

Period

Fr.

Today

All

From

To cu

Cur.p

Record created

OK Help

Direct selection

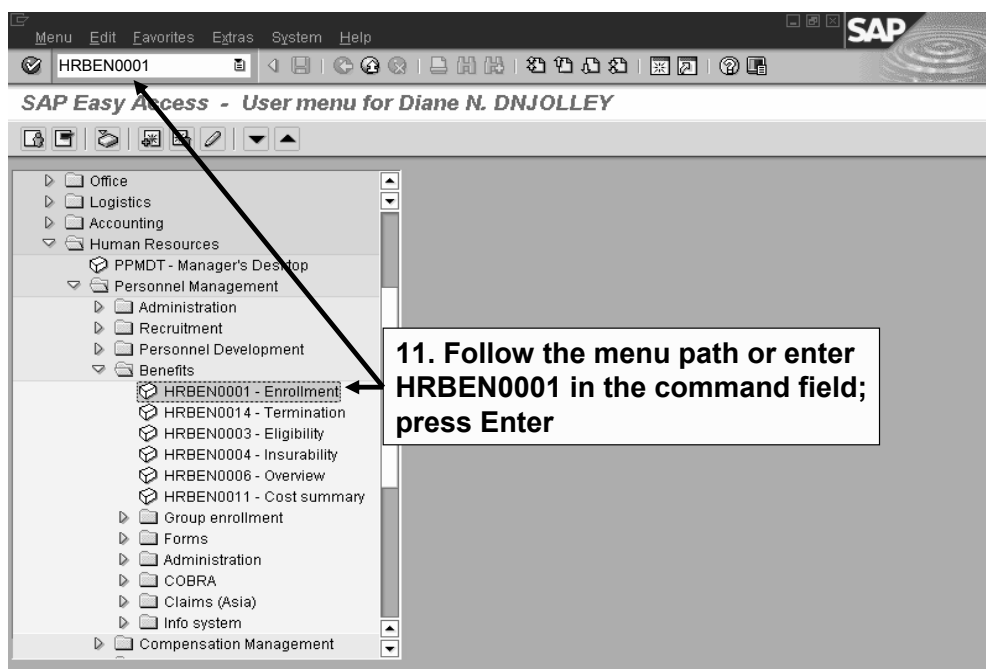
Infotype Family Member/Dependents STy 1 Spouse

Record created

11. Click to Exit



Open Enrollment





Open Enrollment

The screenshot shows the SAP HRBEN Open Enrollment application. The window title is 'Enrollment'. The menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is divided into several sections:

- Personnel no.:** A text field containing '1109'. A callout box labeled '12. Enter the Employee's personnel number' points to this field.
- ID number:** A text field.
- Enroll:** A section with a 'Name' field containing 'Kennedi Edwards' and a 'Date' field containing '10/20/2004'. A callout box labeled '13. Enter *date of Application by clicking the Change Date icon' points to the date field.
- Offer selection:** A table with columns 'Possible offers', 'Get offer', and 'Print form'. The table contains the following data:

Possible offers	Get offer	Print form
Open offer	10/0	Enroll
Anytime changes	01/0	
Automatic offer		

A callout box labeled '14. Click Enter' points to the 'Enter' key on the keyboard.

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-12

Note: The date entered **MUST** be within the Open Enrollment period. If the employee signed their enrollment form **after** the Open Enrollment period ended, you will need to contact EBD.



Open Enrollment

Enrollment

Direct selection Selection set

Personnel no. 1109

ID number

Select

Enroll

Name Kennedy Edwards on 10/20/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
Automatic changes	01/01/1800 - 12/31/9999
Automatic offer	

15. Double click on 'Open offer'

Enroll Costs Undo selection Error list

	Status	Validity period
Medical		
Health Advantage HMO		01/01/2005 - 12/31/9999
QualChoice HMO		01/01/2005 - 12/31/9999
Nova Sys HMO		01/01/2005 - 12/31/9999
Health Advantage POS		01/01/2005 - 12/31/9999
QualChoice POS		01/01/2005 - 12/31/9999
NovaSys POS		01/01/2005 - 12/31/9999
Blue Cross Blue Shield PPO		01/01/2005 - 12/31/9999
NovaSys PPO		01/01/2005 - 12/31/9999
High Deductible PPO		01/01/2005 - 12/31/9999
Basic Life		
US Able (Basic EE Life ASE)		01/01/2005 - 12/31/9999
Dependent Life		
US Able (Basic DEP Life ASE)		01/01/2005 - 12/31/9999
Opt. Dep. Life		
US Able (Opt DEP Life ASE)		01/01/2005 - 12/31/9999
Continental Life		

16. Select Benefit plan

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-13

If the date of application is within the Open Enrollment period and you do not receive the “Open Offer” selection, please view the General Benefits Information Infotype for the following information:

Verify the information in the 2nd Program grouping’ field. If the data reflected is “NOBN” (No Benefits), then AASIS is reflecting that the employee is not entitled to any benefits. The agency needs to verify if this information is correct with their Personnel Administration area. If the 2nd Program grouping needs to be changed, contact EBD.



Open Enrollment

17. Select the Dependent tab

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-14

Note: Refer to *Plan Documentation and the EBD Policy and Procedures* manual to determine which Plans employees may choose.

REMEMBER – If the employee is not changing their Medical Plan, skip to the Plan that requires changing.



Open Enrollment

19. Click Option tab.

18. Click the box to the left of the dependent's name to enroll the dependent.

Select.	Name	Type of dep./ben.
<input checked="" type="checkbox"/>	Steven Edwards	Spouse

Life ASE	Enrollment period
Dependent Life	01/01/2005 - 12/31/9999
US Able (Basic DEP Life ASE)	01/01/2005 - 12/31/9999
Opt. Dep. Life	01/01/2005 - 12/31/9999
US Able (Opt DEP Life ASE)	01/01/2005 - 12/31/9999
Optional Life	01/01/2005 - 12/31/9999



Open Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set Enroll

Maintain Health Plan

Pers.No. 1109 Kennedy Edwards

Plan Health Advantage HMO

Start 01/01/2005 - 12/31/9999

☐ Stop participation in period

Option Dependents

Plan options

Health Plan Opt Standard HMO ASE1

Dependent Cover Employee plus Spouse

Costs USD Monthly

Employee 241.84

Employer 0.00

☒ Deductions Pre-

20. Select the Employee's 'Dependent Coverage'

21. Click Accept

Accept

Enrollment period
10/01/2004 - 10/31/2004
01/01/1800 - 12/31/9999

OS	01/01/2005 - 12/31/9999
ield PPO	01/01/2005 - 12/31/9999
O	01/01/2005 - 12/31/9999
Life ASE)	01/01/2005 - 12/31/9999
Dependent Life	01/01/2005 - 12/31/9999
US Able (Basic DEP Life ASE)	01/01/2005 - 12/31/9999
Opt. Dep. Life	01/01/2005 - 12/31/9999
US Able (Opt DEP Life ASE)	01/01/2005 - 12/31/9999
Optional Life	01/01/2005 - 12/31/9999



Open Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no. 1109

ID number

Select

Pers.No. Name

1109 Kennedy Edwards

Enroll

Name Kennedy Edwards on 10/20/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Open offer

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
QualChoice POS		01/01/2005 - 12/31/9999	✓
NovaSys POS		01/01/2005 - 12/31/9999	
Blue Cross Blue Shield PPO		01/01/2005 - 12/31/9999	
NovaSys PPO		01/01/2005 - 12/31/9999	
High Deductible PPO		01/01/2005 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		01/01/2005 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		01/01/2005 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		01/01/2005 - 12/31/9999	
Optional Life			

22. Select Enroll

Open Enrollment

Enrollment

Direct selection Selection set

Enroll

Name Kennedy Edwards on 10/20/2004 Overview

Personnel no. 1109

Offer selection

ID number

Confirmation of Selected Actions

List of Plans

Activity	Plan	From	To
Change	Health Advantage HMO	01/01/2005	12/31/9999

Note: View to make sure the correct Offer is displayed

Enroll Cancel

23. Click Enroll to accept

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-18

Open Enrollment

The screenshot shows the SAP Enrollment transaction for employee Kennedy Edwards on 10/20/2004. A confirmation dialog box is displayed in the foreground, stating "Enrollment completed successfully!". Below the message are two buttons: "Continue" and "Confirmation". Two arrows point from the text "24. Click to Print Confirmation or click to Continue" to these buttons. In the background, the "Offer selection" table is visible, listing various insurance plans such as "Pioneer Advantage HMO", "QualChoice HMO", and "High Deductible PPO". The table has columns for Status, Validity period, and Activity.

24. Click to Print Confirmation or click to Continue



Open Enrollment

25. Click Back to exit

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Pers.No.	Name
1109	Kennedy Edwards



HRBEN

BENEFITS ADMINISTRATION

New Hire Enrollment for an Employee
Hired During the Month of
Open Enrollment
(October)



Exercise SCENARIO

- An Employee hired in October turns in their Enrollment form.
- The Employee wants to be enrolled in Health Advantage HMO.





Demonstration

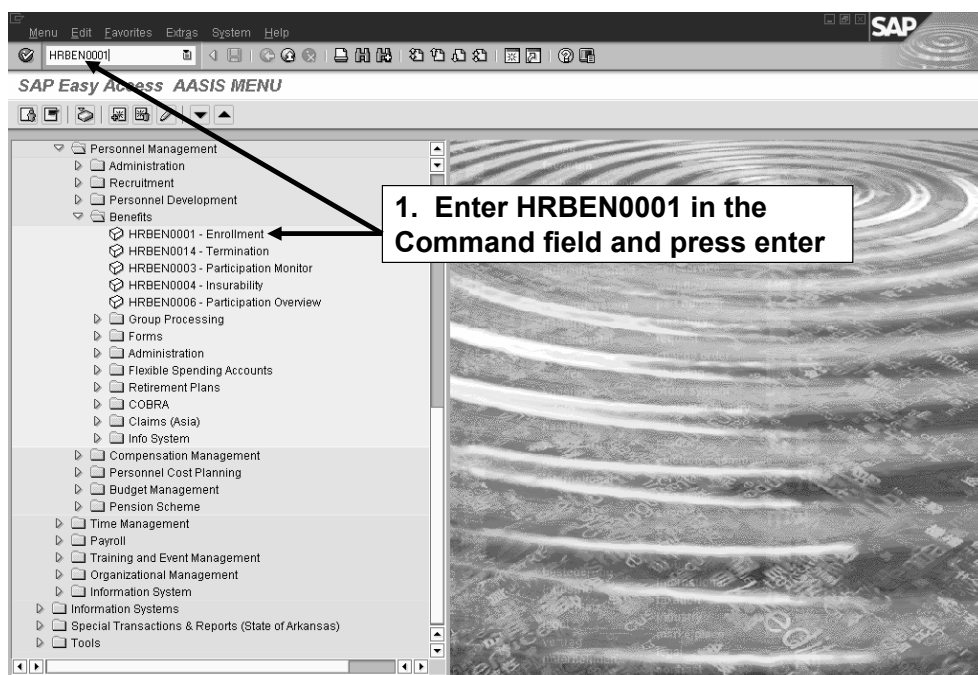
- Create New Hire Benefit Enrollment – Employee Elections

Human Resources > Personnel Management >
Benefits >
Enrollment (**HRBEN0001**)





Create New Hire Benefit Enrollment





Create New Hire Benefit Enrollment

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers.No. Name

Pers.No.	Name
45678	OPEN ENROLLMENT NEW HIRE T

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Offer



Create New Hire Benefit Enrollment

Remember: You cannot enroll an employee in a NovaSys Plan to be effective before 1/1/05. The Novasys Plan will not be effective until January 1, 2005. Only the payroll deduction is active before that date.

Remember: You cannot enroll an employee in a NovaSys Plan to be effective before 1/1/05. The Novasys plans will not be effective until January 1, 2005, only the payroll deduction is active before that date.



Create New Hire Benefit Enrollment



Note: Health Plan Option will default To Option 1- DO NOT CHANGE ! EBD will make all changes to the Options by way of an interface file.

The screenshot shows the SAP Enrollment window with several annotations:

- 6. Choose the Dependent Coverage that applies**: An arrow points to the 'Dependent Cover' dropdown menu, which is currently set to 'Emp + Child(ren) 1'.
- 7. Click on Accept**: An arrow points to the 'Accept' button at the bottom left of the 'Plan options' section.

The 'Plan options' section includes the following fields:

Option	Dependents
Health Plan Opt	Standard HMO ASE1
Dependent Cover	Emp + Child(ren) 1
Costs USD Monthly	Employee + Child(ren)
Employee	Employee Only 1
Employer	0.00

The 'Accept' button is located at the bottom left of the 'Plan options' section.



Create New Hire Benefit Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

45678	OPEN ENROLLMENT NEW HIRE TE
-------	-----------------------------

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		12/01/2004 - 12/31/9999	✓
QualChoice HMO		12/01/2004 - 12/31/9999	
Nova Sys HMO		12/01/2004 - 12/31/9999	
Health Advantage POS		12/01/2004 - 12/31/9999	
QualChoice POS		12/01/2004 - 12/31/9999	
NovaSys POS		12/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		12/01/2004 - 12/31/9999	
NovaSys PPO		12/01/2004 - 12/31/9999	
High Deductible PPO		12/01/2004 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		12/01/2004 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		12/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		12/01/2004 - 12/31/9999	

8. Click on Enroll



Create New Hire Benefit Enrollment

SAP

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Personnel no.

Offer selection

ID number Confirmation of Selected Actions Error list

List of Plans

Activity	Plan	From	To
Create	Health Advantage HMO	12/01/2004	12/31/9999

Pers No. N: 45678

Enroll Cancel

9. Click on Enroll

Validity period Activity

12/01/2004 - 12/31/9999	✓
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	
12/01/2004 - 12/31/9999	

Opt. Dep. Life

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-29



Create New Hire Benefit Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Personnel no.

ID no. Enrollment

Offer selection

Print form Error list

Enrollment period

10/01/2004 - 10/31/2004
10/05/2004 - 11/04/2004
01/01/1800 - 12/31/9999

Continue Confirmation

10. Click on Print Confirmation or Continue

Costs Undo selection Error list

Status	Validity period	Activity
Health Advantage HMO	12/01/2004 - 12/31/9999	✓
QualChoice HMO	12/01/2004 - 12/31/9999	
Nova Sys HMO	12/01/2004 - 12/31/9999	
Health Advantage POS	12/01/2004 - 12/31/9999	
ConfChoice POS	12/01/2004 - 12/31/9999	
Blue Shield PPO	12/01/2004 - 12/31/9999	
Blue Shield PPO	12/01/2004 - 12/31/9999	
US Able (Basic EE Life ASE)	12/01/2004 - 12/31/9999	
Dependent Life	12/01/2004 - 12/31/9999	
US Able (Basic DEP Life ASE)	12/01/2004 - 12/31/9999	
Opt. Dep. Life	12/01/2004 - 12/31/9999	
US Able (Opt DEP Life ASE)	12/01/2004 - 12/31/9999	

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-30

Create New Hire Benefit Enrollment

The screenshot shows the SAP 'List Health Plans' transaction. At the top, there's a menu bar with options like Infotype, Edit, Goto, Extraj, System, and Help. Below the menu is a toolbar with various icons. The main area displays a form for selecting health plans. Fields include Personnel No (45678), Name (OPEN EN), Status (Active), EE group (1 Regular State Em...), Personnel ar (LB01 Department of Labor), EE subgroup (UE Employee), SSN (222-44-4555), and dates (01/01/1800 to 12/31/9999). A table below lists health plans with columns Start date, End Date, Type Text, Plan Text, and Loc. The first row shows a start date of 10/24/2004, end date of 12/31/9999, type MED/Medical, and plan HM.. Health Advantage HMO. A black arrow points from a white callout box to the start date field. The callout box contains the text: 'Note: Date Recalculation Program sets Start Date to the Beginning Pay Period 23.' At the bottom right, it says 'Entry 1 of 1'.

Start date	End Date	Type Text	Plan Text	Loc
10/24/2004	12/31/9999	MED/Medical	HM.. Health Advantage HMO	

Note: Date Recalculation Program Resets Start Date to the Beginning Of Pay Period 23.



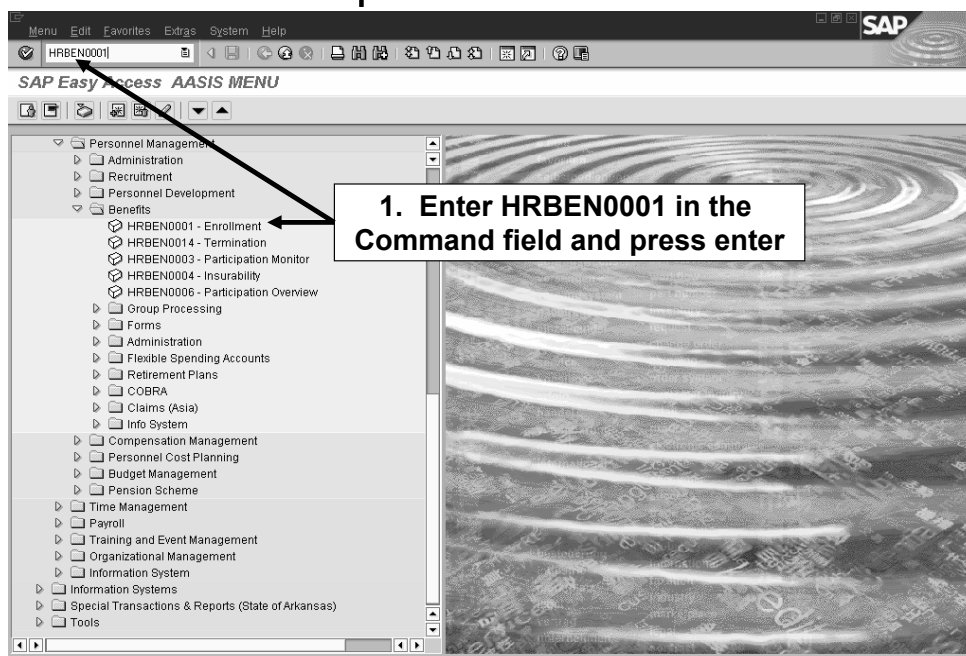
Exercise SCENARIO

- The Employee Hired in October turns in another Enrollment form.
- The Employee wants to be enrolled in the New Plan, **NOVASYS** for the New Plan year Jan. 1, 2005.





Create Open Offer Enrollment





Create Open Offer Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no. ID number Select

Pers No. Name

45678 OPEN ENROLLMENT NEW HIRE T

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/23/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

3. Click on Open Offer

2. Change date to the Date of Application



Create Open Offer Enrollment

SAP

Enrollment

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/23/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Open offer

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		01/01/2005 - 12/31/9999	
QualChoice HMO		01/01/2005 - 12/31/9999	
<u>Nova Sys HMO</u>		01/01/2005 - 12/31/9999	
Health Advantage POS		01/01/2005 - 12/31/9999	
QualChoice POS		01/01/2005 - 12/31/9999	
NovaSys POS		01/01/2005 - 12/31/9999	
Blue Cross Blue Shield PPO		01/01/2005 - 12/31/9999	
NovaSys PPO		01/01/2005 - 12/31/9999	
High Deductible PPO			
Basic Life			
US Able (Basic EE Life ASE)			
Dependent Life			
US Able (Basic DEP Life ASE)			
Opt. Dep. Life			
US Able (Opt. DEP Life ASE)			

4. Click on Health Plan the employee chose for Open Enrollment to be Effective 1/1/05



Create Open Offer Enrollment

Enrollment Edit Goto System Help

Enrollment

on 10/20/2004 Overview

Enrollment period

01/01/2004 - 10/31/2004
11/01/1800 - 12/31/9999

Option Dependents

Plan options

Health Plan Opt	Standard HMO ASE1
Dependent Cover	Employee+Child(ren)
Costs USD Monthly	Employee+Child(ren)
Employee	Employee Only 1
Employer	0.00

Accept

5. Choose the Dependent Coverage that applies

6. Click on Accept

Dependent Life

US Able (Basic DEP Life ASE)	01/01/2005 - 12/31/9999
Opt. Dep. Life	01/01/2005 - 12/31/9999
US Able (Opt DEP Life ASE)	01/01/2005 - 12/31/9999
Optional Life	01/01/2005 - 12/31/9999

HRBEN0001 sapeqs INS



Create Open Offer Enrollment

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

45678 OPEN ENROLLMENT NEW HIRE T

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/23/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Open offer

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		01/01/2005 - 12/31/9999	
QualChoice HMO		01/01/2005 - 12/31/9999	
Nova Sys HMO		01/01/2005 - 12/31/9999	
Health Advantage POS		01/01/2005 - 12/31/9999	
QualChoice POS		01/01/2005 - 12/31/9999	
NovaSys POS		01/01/2005 - 12/31/9999	
Blue Cross Blue Shield PPO		01/01/2005 - 12/31/9999	
NovaSys PPO		01/01/2005 - 12/31/9999	
High Deductible PPO		01/01/2005 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		01/01/2005 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		01/01/2005 - 12/31/9999	
Opt. Dep. Life			
US Able (Basic DEP Life ASE)		01/01/2005 - 12/31/9999	

7. Click on Enroll

Create Open Offer Enrollment

[illegible]

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-38



Create Open Offer Enrollment

SAP

Enrollment

Direct selection Selection set Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/23/2004 Overview

Personnel no.

ID 1 Enrollment

Offer selection

Print form Error list

Enrollment period

10/01/2004 - 10/31/2004
10/05/2004 - 11/04/2004
01/01/1800 - 12/31/9999

Costs Undo selection Error list

Status	Validity period	Activity
Health Advantage HMO	01/01/2005 - 12/31/9999	
QualChoice HMO	01/01/2005 - 12/31/9999	
Nova Sys HMO	01/01/2005 - 12/31/9999	
POS	01/01/2005 - 12/31/9999	✓
S	01/01/2005 - 12/31/9999	
Shield PPO	01/01/2005 - 12/31/9999	
PPO	01/01/2005 - 12/31/9999	
Basic Life		
US Able (Basic EE Life ASE)	01/01/2005 - 12/31/9999	
Dependent Life		
US Able (Basic DEP Life ASE)	01/01/2005 - 12/31/9999	
Opt. Dep. Life		

Enrollment completed successfully

Continue Confirmation

9. Click on Print Confirmation or Continue

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-39

Create Open Offer Enrollment

The screenshot shows the SAP 'Overview Health Plans' screen. At the top, there are navigation tabs: Infotype, Edit, Goto, Extras, System, and Help. Below these is a search bar and a toolbar with various icons. The main area displays a form for 'Personnel No. 45678' and 'Name OPEN EN...'. Below this, there are fields for 'EE group 1', 'Regular State Em...', 'Personnel ar LB01', and 'Department of Labor'. Further down, there are fields for 'EE subgroup UE', 'Employee SSN 222-44-4555', and a date range from '11/01/1800' to '12/31/9999'. A table of health plans is visible, with columns for 'Start date', 'End Date', 'Type Text', 'Plan Text', and 'Loc'. The first two rows are highlighted. A callout box with a black arrow pointing to the 'Start date' column contains the text: 'Note: Open Enrollment Date recalculation Program resets Start Date to the Beginning of Pay Period 25.'

Start date	End Date	Type Text	Plan Text	Loc
11/21/2004	12/31/9999	MEDI Medical	HM... Nova Sys HMO	
10/2/2004	11/20/2004	MEDI Medical	HM... Health Advantage HMO	

Note: Open Enrollment Date recalculation Program resets Start Date to the Beginning of Pay Period 25.

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-40



Create Open Offer Enrollment

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Offer selection

Get offer Print form Error list

10. Change date to the Date of Application

11. Click on New Hire Enrollment



Create Open Offer Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers. No. Name

45678 OPEN ENROLLMENT NEW HIRE T

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Valid
Medical		
Health Advantage HMO		12/01/2004 - 12/31/9999
QualChoice HMO		12/01/2004 - 12/31/9999
Nova Sys HMO		12/01/2004 - 12/31/9999
Health Advantage POS		12/01/2004 - 12/31/9999
QualChoice POS		12/01/2004 - 12/31/9999
NovaSys POS		12/01/2004 - 12/31/9999
Blue Cross Blue Shield PPO		12/01/2004 - 12/31/9999
NovaSys PPO		12/01/2004 - 12/31/9999
High Deductible PPO		12/01/2004 - 12/31/9999
Basic Life		
US Able (Basic EE Life ASE)		12/01/2004 - 12/31/9999
Dependent Life		
US Able (Basic DEP Life ASE)		12/01/2004 - 12/31/9999
Opt. Dep. Life		
US Able (Opt DEP Life ASE)		12/01/2004 - 12/31/9999

12. Click on Health Plan the employee chose as a New Hire

Create Open Offer Enrollment

The screenshot shows the SAP Enrollment interface. At the top, there's a menu bar with 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title is 'Enrollment'. A date field shows '10/20/2004' and an 'Overview' button. A table lists enrollment periods: '01/2004 - 10/31/2004' and '01/1800 - 12/31/9999'. A callout box labeled '13. Choose the Dependent Coverage that applies' points to a 'Dependents' dropdown menu. This menu is open, showing options: 'Standard HMO ASE1', 'Employee+Child(ren)', 'Emp + Child(ren) 1', 'Employee+Child(ren)', 'Employee', and 'Employee Only 1'. The 'Employee+Child(ren)' option is highlighted. Below the dropdown, 'Costs USD Monthly' are shown for 'Employee' (0.00) and 'Employer' (0.00). A callout box labeled '14. Click on Accept' points to an 'Accept' button. At the bottom, there's a table with columns for 'Dependent Life', 'Opt. Dep. Life', and 'Optional Life', each with a radio button and a date range '01/01/2005 - 12/31/9999'. The status bar at the very bottom shows 'HRBEN0001', 'sapeqs', and 'INS'.

Note: Health Plan Option will default To Option 1. DO NOT CHANGE !
EBD will make all changes to the Options by way of an interface file.

13. Choose the Dependent Coverage that applies

14. Click on Accept



Create Open Offer Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

45678 OPEN ENROLLMENT NEW HIRE TE

Enroll

Name OPEN ENROLLMENT NEW HIRE TE on 10/15/2004 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
Open offer	10/01/2004 - 10/31/2004
New Hire Enrollment	10/05/2004 - 11/04/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		12/01/2004 - 12/31/9999	✓
QualChoice HMO		12/01/2004 - 12/31/9999	
Nova Sys HMO		12/01/2004 - 12/31/9999	
Health Advantage POS		12/01/2004 - 12/31/9999	
QualChoice POS		12/01/2004 - 12/31/9999	
NovaSys POS		12/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		12/01/2004 - 12/31/9999	
NovaSys PPO		12/01/2004 - 12/31/9999	
High Deductible PPO		12/01/2004 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		12/01/2004 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		12/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		12/01/2004 - 12/31/9999	

15. Click on Enroll

Create Open Offer Enrollment

The screenshot shows the SAP Enrollment interface. At the top, the SAP logo and navigation bar are visible. The main window is titled 'Enrollment'. Below the title bar, there are several tabs: 'Direct selection', 'Selection set', 'Enroll', and 'Offer selection'. The 'Enroll' tab is active, showing fields for 'Name' (OPEN ENROLLMENT NEW HIRE TE on) and 'Date' (10/15/2004). There is also an 'Overview' button. Below these fields, there is a 'Confirmation of Selected Actions' dialog box. This dialog box has a title bar and a list of plans. The list has columns for 'Activity', 'Plan', 'From', and 'To'. The first row shows 'Create', 'Health Advantage HMO', '12/01/2004', and '12/31/9999'. At the bottom of the dialog box, there are two buttons: 'Enroll' and 'Cancel'. A red arrow points to the 'Enroll' button. The background of the main window shows a 'Pers No.' field with the value '45678' and a 'Validity period' table with multiple rows of dates and a checkmark in the 'Activity' column.

AASIS Support Center, DiAnnette Scott
August, 04, Revised to V5.0

11-45



Create Open Offer Enrollment

The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window is titled 'Enrollment' and has a menu bar with 'Enrollment', 'Edit', 'Quit', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Direct selection**: A tab with 'Selection set' and 'Enroll' sub-tabs. The 'Enroll' sub-tab shows 'Name' as 'OPEN ENROLLMENT NEW HIRE TE' and 'on' as '10/15/2004'. There is an 'Overview' button.
- Offer selection**: A section with 'Print form' and 'Error list' buttons. Below these are two tables:

Enrollment period
10/01/2004 - 10/31/2004
10/05/2004 - 11/04/2004
01/01/1800 - 12/31/9999

Status	Validity period	Activity
Health Advantage HMO	12/01/2004 - 12/31/9999	✓
QualChoice HMO	12/01/2004 - 12/31/9999	
Nova Sys HMO	12/01/2004 - 12/31/9999	
Health Advantage POS	12/01/2004 - 12/31/9999	
QualChoice POS	12/01/2004 - 12/31/9999	
Shield PPO	12/01/2004 - 12/31/9999	
PPO	12/01/2004 - 12/31/9999	
US Able (Basic EE Life ASE)	12/01/2004 - 12/31/9999	
Dependent Life	12/01/2004 - 12/31/9999	
US Able (Basic DEP Life ASE)	12/01/2004 - 12/31/9999	
Opt. Dep. Life	12/01/2004 - 12/31/9999	
US Able (Opt DEP Life ASE)	12/01/2004 - 12/31/9999	
- Costs**: A section with 'Undo selection' and 'Error list' buttons.

A message box in the center of the screen displays the text 'Enrollment completed successfully'. Below the message box are two buttons: 'Continue' and 'Print Confirmation'. A callout box with the text '17. Click on Print Confirmation or Continue' points to these two buttons.

Create Open Offer Enrollment

The screenshot shows the SAP 'List Health Plans' interface. At the top is a menu bar with options: Infotype, Edit, Goto, Extras, System, and Help. Below the menu is a toolbar with various icons. The main area is titled 'List Health Plans' and contains a form with the following fields:

- Personnel No: 45678
- Name: OPEN EN
- Status: Active
- EE group: 1 Regular State Em
- Personnel ar: LB01 Department of Labor
- EE subgroup: UE Employee
- SSN: 222-44-4555
- Choose: 01/01/1800 12/31/9999 6Ty

Below the form is a table with the following columns: Start date, End Date, Type, Text, Plan, Text, and Lo. The first row of the table is highlighted and contains the following data:

Start date	End Date	Type	Text	Plan	Text	Lo
10/24/2004	12/31/9999	MED	Medical	HM	Health Advantage HMO	

A callout box with a black arrow pointing to the first row of the table contains the following text:

Note: Date Recalculation Program resets Start Date to the Beginning Of Pay Period 23.

At the bottom of the screen, there is a status bar that reads 'Entry 1 of 1'.

Note: Date Recalculation Program resets Start Date to the Beginning Of Pay Period 23.



Questions and Answers

